

**COMMUNITY ACTION ORGANIZATION  
BOARD MEETING MINUTES  
Thursday, May 18, 2000  
Dick Stenson, Vice Chair, Presiding**

**Board Members Present**

Kim Carlson (3)  
Darlene Greene (3)  
Alfredo Solares-Vega (1)  
Evelyn Brzezinski (3)  
Leroy Bentley (3)  
Dick Stenson (4)  
Richard Hager (3)  
Bibianne Scheckla (1)  
Margaret Eickmann (2)  
Craig Kinnie (2)  
Tino Ornelas (0)

**Board Members Absent**

Ralph Brown (1)  
Dan Aberg (4)  
Deena Barrett (1)  
Tom Brian (8)  
Katrina Pirkle (6)  
Toni Pavloff (5)  
Ken Strobeck (5)

**Staff**

Jerralynn Ness  
John Russell  
Sharon Bosserman-Benson  
Colleen Chandler  
Roni Pham  
Jenny Choban

**Call to Order and Announcements** – Dick Stenson called the meeting to order at 6:10 p.m. Dick chaired this month's board meeting in Ralph's absence. Ralf was in Florida touring a domestic violence shelter. Dick introduced our newest Board member Tino Ornelas who is representing Congressman Wu. Tino has been a resident of Hillsboro for 35 years. He owns a local high tech assembly business called Ornelas Enterprises, Inc. which is a family owned business. Tino has served on the WA County Commission for Children and Families and currently serves on the Insurance Governing Board of Oregon. CAO Board members introduced themselves.

**Approval of Minutes and Consent Agenda**

Darlene moved to accept the Consent Agenda, which included:  
Approval of April 20, 2000 Minutes, with a correction to the minutes to indicate that Alfredo Solares-Vega was present at the April 20th Board meeting but was marked absent in the minutes.  
Acceptance of \$3,500 from the National Congress for Community Economic Development summer internship agreement.  
Acknowledgement of correspondence from the Department of Health & Human Services, Region X Budget Year Closeout review.  
Alfredo Solares-Vega seconded; **motion passed.**

**Program Focus**

The program focus was "Maximizing Washington County's Brain Power" presented by Roni Pham, CCR&R Coordinator and Jenny Choban, ECE Specialist from the Child Care Resource & Referral (CCR&R) Program. Personnel from the Florida Starting Points Initiative provided training to Roni and Jenny on how to train other professionals. Brain research provides information needed by parents,

childcare practitioners, teachers, and agency staff who are working with parents. Training includes an overview of current brain development research and its relationship to child development. Roni and Jenny provided a mini version of the training's they give to child care providers.

### **Head Start Policy Council Report**

The Head Start Policy Council report was postponed, as Toni was unable to attend the Board meeting.

### **Executive Director's Report**

Jerralynn Ness gave an update on the agency's planning process. Her report focused on the program side of the agency. In the first phases of our reorganization the following programs and positions were ended:

- Tenant Education position and Fair Housing. CAO will seek to transfer this service to Oregon Legal Services.
- The Individual Development Accounts (IDA) program development. CAO will transfer this program to CPAH in Tigard.

The second phase of our reorganization, which will take effect by July 1<sup>st</sup>, includes:

- A Kid's Domain Program will be transferred to the Child Development Department.
- We will be closing down A Kid's Domain (AKD) summer program at Camp Eco and the AKD Banks site.
- The Information and Referral (I&R) central line will close. CAO will continue to maintain the I&R database for all providers.
- The combining of CAO's Shelter Home and Housing Services, thus reducing staff.
- The ABC Soup program contract will be terminated; CAO is working with the State to transfer providers to other sponsors.
- The Good Neighbor Center will be transferred to the East County Shelter Council.

Jerralynn has been communicating with staff on agency changes through the Director's Column in CAO's bi-weekly *Pay Check News*. If staff have further questions, she has encouraged them to speak with their managers. A Planning Team is meeting weekly to track progress.

Jerralynn presented *CAO's current Organization Chart and CAO's 2000-2001 Revised Structure Organization Chart*, showing the management changes that will occur. The Planning Team reviewed five different management organizational models and recommended the model adopted. This model will cut expenses by over \$100,000.

In this new model, three positions will be eliminated, including the Deputy Director, the Child & Family Support Manager, and the Community Resources Manager. They will be replaced with two new positions. (1) The Child Development Director position will oversee Head Start and A Kid's Domain programs. (2) The Family and Community Resources Director position will oversee Housing & Homeless Services, Weatherization, Energy Assistance, Opening Doors, and Metro Child Care Resource & Referral (CCR&R) programs. A Grants Manager position will be created and will report to the Family and Community Resources Director.

Jerralynn announced that the County Commissioners have approved the \$200,000 CDBG allocation to CAO, which will eliminate our building deficit.

### **Finance Committee Report**

Darlene Greene and John Russell gave the Finance Committee Report. Darlene thanked the Board and management staff for their hard work and decisions that came out of the Board Retreat in March. She summed it up by saying "We can't be everything to everyone". John gave a Cash Flow Report ending April 30, 2000 and included progress since November 30, 1999. The Finance Department remains caught up on payables and Phase I and II expenditure cuts have stabilized the cash-flow problem. Administration charges to programs will be fully collected by mid-May, which will relieve program budgets from this cost for the last six weeks of the fiscal year. John reported that CAO is in compliance with federal cash management requirements.

The HR position is vacant, so fiscal staff are covering payroll and benefits. Some processing of benefit problems has surfaced and are being corrected. CAO serves as the fiscal agent for Even Start. The Finance Committee requested that CAO drop this arrangement as of year-end due to the liability it creates for the organization.

By consensus, the Finance Committee agreed to provide all staff with a 2.6 percent cost-of-living allowance. The administration budget includes a 1.6 FTE in Human Resources. Plans are being developed for the positions needed and how they will be structured, which will be discussed with the Board Personnel Committee.

Leroy Bentley moved to accept the Finance Committee Report, Alfredo Solares-Vega seconded; **motion passed.**

### **Resource Development Report**

Sharon Bosserman-Benson and Margaret Eickmann gave the Resource Development Report. Sharon handed out the Progress Report on 1999-2000 Fundraising Goals dated May 17, 2000. The report was divided by revenue to date, our goal, the spring 2000 plan and 2000 projection of revenue. We have raised \$637,964 of our \$700,000 goal. Sharon is predicting over the next two months that we should achieve our goal. The newsletter and a solicitation to individuals who gave money last year, but we have not received this year will go out. We are expecting a few more major gift donations. The United Way Campaign revenue will be coming in and we are expecting more revenue this year because of the Donor Choice option. The community revenue is up this year because of the Good Neighbor Center.

Margaret Eickmann is launching the Ambassador for CAO Speakers Bureau on behalf of the Resource Development Committee. Staff have been using the photos and story cards. Margaret is planning on holding a test-run at her home and will report back to the board on its success.

Sharon discussed plans for the *CAO Birthday Party*. We are planning a series of events to invite the community, which will piggyback on the following events:

- August 25<sup>th</sup> Staff Picnic – possibly at the Shelter Home, this will be the 25<sup>th</sup> Anniversary of the Shelter Home.

- September 21<sup>st</sup> The Wine Raffle drawing will be held at the Board of Director's meeting, we will honor the Washington County Wine Association this year and will present them with plaques to put up in their tasting rooms.
- October 26<sup>th</sup> CAO will be hosting the Business Forum to welcome new members to the Hillsboro Chamber of Commerce.

Also in October, one of our major gift donors has offered their home for fundraising or recognition of our funders. Sharon distributed Wine Raffle tickets to board members to sell at their own pace. Sharon asked board members if they wanted to participate in a *Thank-a-thon*. She passed around a list of gift donors and asked board members to put their initials by 10 companies or individuals that they were willing to call and thank for their support before the next board meeting. A sign up list was distributed for those folks who wanted to volunteer at the Farmer's Market to sell Wine Raffle tickets.

**Adjourn:** The meeting was adjourned at 8:00 p.m.